

# **Regulations for Management of Personnel & Goods Entering & Leaving I-Shou University**

Approved by the Executive Board Meeting on May 08,  
1993.

- Article 1 To keep the safety of personnel at the University, and control the goods when they are delivered to or out of the University, the Regulations for Management of Personnel & Goods Entering & Leaving I-Shou University are hereby set up.
- Article 2 Security guards shall control and examine the public goods at the University and the vehicles when they are entering or leaving the University.
- Article 3 Types of identification cards for entering the campus of the University:
1. Teacher or staff identification cards.
  2. Temporary work permit.
  3. Guest card.
  4. Automobile pass card.
- Article 4 Office of Personnel shall attend to the affairs for applying for or reissuing the teacher or staff identification cards. The Office of General Office shall be responsible of applying for or reissuing the guest cards or temporary work permits by the Application Form of Identification Cards. If the cards or permits are damaged or lost, the damaged ones and the documents stating the reasons shall be sent to the General Affairs Section for renewal.
- Article 5 Office of Personnel shall register and inform the security guards if the teachers or employees of the University have not returned the staff cards or automobile pass cards back to the University when they leave office.
- Article 6 Guarantee money submitted by the companies shall be confiscated if they have not returned the temporary work permit on time, and the companies shall be also prohibited from entering the campus before completing the related procedures.
- Article 7 Teachers/ employees of the University or the companies shall be punished depending on the seriousness of actual situations if they meet the conditions as following, or be sent to the juridical authority for accepting punishments if they violate any regulations of the Criminal Laws:

1. Those who write over the cards or permits without permission.
2. Those who lend to other people to use.
3. Those who steal and use other people's cards or permits.
4. Those who request to reissue new cards or permits by fabricating untrue information.
5. Those who lost cards or permits are found, but not returned after applying for and obtaining new cards or permits.

Article 8 Faculty members or staff shall show their staff cards when entering or leaving the University. Meanwhile, the helmet is required when riding a scooter or motorcycle.

Article 9 If it is necessary for the staff to leave the University due to official affairs, they must fill out the Application Form for being Absent from Campus and obtain the approval from the first-level directors before they leave.

Article 10 Companies or visitors who want to enter the campus of the University for official affairs can enter the office areas after they fill out the Visiting Form and exchange their identification cards or other identification papers for a guest card. The Visiting Form must be signed by the persons they meet and be handed over to the Security Guards Office before they leave the University.

Article 11 Companies which undertake the long-term construction projects of the University shall hand over the name list, one copy of ID Card, photograph, deposit (NTD\$500 per person) and declaration of workers to the units which take charge of the construction projects, which shall apply for temporary work permits to the General Affairs Section of the Office of General Office. These workers shall enter or leave the University by the permits and return these permits after the construction projects are finished.

Article 12 If the companies which undertake the construction projects can not apply for work permits in advance due to special reasons, they may enter or leave the campus after they exchange their ID Cards. However, these companies still need to apply for a temporary work permit within 10 days according to the related regulations.

Article 13 Faculty members or staff of the University may drive cars to the campus by the automobile pass cards issued by the University. Anyone who drives car into the University shall keep their speed slow. If the cars driven by the teachers or staff

have no any pass cards, the security guards shall ask them to stop and prohibit from entering the campus.

Article 14 If the faculty members or employees of the University need to take the properties and goods out of the campus, they shall fill out the Release Permit of Goods as the evidence for taking goods out of the University. The Release Permit of Goods shall be approved by the directors of units, and be handed over to the security guards at the entrance of the University when leaving the University.

Article 15 Required documents for the companies to take out their goods:

1. Temporary Admission Permit: If the companies can not hand over all of the goods, machines or tools prepared by themselves when delivering the goods to the University, they shall fill out the Temporary Admission Permit of Company as the evidence for taking out the machines or goods mentioned as above.
2. Release Permit of Goods: The Release Permit of Goods is required when it is necessary for the companies to take out or bring in any goods. If the teachers or employees at the University have to take the goods or tools out of the campus due to office needs, they shall also need to submit the Release Permit of Goods when leaving the campus.

Article 16 The stub book of Release Permit of Goods shall not be used separately or torn off. The units which apply for taking out the goods must follow up the goods and sign on the stub book after confirming the goods are sent back to the University. After the whole stub book of the Release Permit of Goods is used, the applying unit shall exchange the used one by a new one at the Property Management Section of the Office of General Office. The Property Management Section shall record how many stub books are used by each unit.

Article 17 When the companies deliver the goods to the University, they can enter the campus after they hand over the certificate of delivery to the Security Guard's Office at the entrance of the University for completing the procedures of entering the campus, and the security guards have stamped the seal of approval on the certificate.

*In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.*